Process	Agency Year-End Close – June Journals entered in July
Process Number	GL – 060d

Description of Process

Enter a journal during the month of July for the June accounting period

Input to Process

Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft.

Output to Process

Journal entered during the month of July for the June accounting period is ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (If yes, provide a brief description)

N/A	

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry-Base Currency

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Create identifiers for the journal Enter the Business Unit, the General Ledger Journal ID and the journal date for your particular journal. These three fields represent the key fields for all journals. **The date will default to the current date, but should be overwritten with 06/30/2002 for FY 2002.**	Agency
Step 2: Complete information on Header Panel Select the appropriate source from the Source Field drop down box: MAN = Regular Journal When selecting ACTUALS as your ledger group, the Auto Gen box will be checked and grayed. This means transactions will post to all ledgers in this ledger group. Your reversal option will default to "None".	Agency
Step 3: Enter a Long Description in the field provided	Agency
Step 4: Enter ChartField Information On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, Project/Grant, and Amount for each line in your journal. All fields are required.	Agency
Step 5: Verify Totals Even though you have not entered Control Totals for this journal, you should go to the Totals Panel and verify that you are in balance. All journals must balance debits and credits by Business Unit, Fund, and Program or the journals will not pass the Edit Process.	Agency
Step 6: Correct any identified errors	Agency
Step 7: Save the journal The journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.	Agency

Forms used with Process (#)

Process Flow Diagram (if applicable):

No

Users prepare entries using either handwritten form or spreadsheet JV

Journal voucher number is assigned

Voucher is Approved

Yes

Non-reversing JV entered into PeopleSoft GL

Pre-assigned Journal ID entered by user for manual entries.

System edits JE (online validation of fields & values) during nightly batch process

No
-correct entry-

No
-correct entry-

Funds available? Status = V

System checks Budget (BCM) during nightly batch process

Valid JE? Status = V

Yes

Yes

Yes

Valid JV's posted to LEDGER by Business Unit during nightly batch process

Verify Journal against Report

JV filed by Business Unit, Journal ID & Journal Date

End Process